

**Longwick-cum-Ilmer Parish Council – Information available under the Model Publication Scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b><u>Class 1 - Who we are and what we do</u></b>		
Current information only	Hard copy and/or website	
Members of the Council Committees and contact details for Clerk and Council members	Notice Board	Free
	Website	Free
	Hard Copy	10p per A4 SHEET
Location of Council office and accessibility details	Website	Free
<b><u>Class 2 – Finance</u></b>		
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and Balance Sheet	Website	Free
	Hard Copy	10p per A4 Sheet
	PR Library (in minutes)	
Precept	Website (in minutes)	Free
	Hard Copy	10p per A4 Sheet
	PR Library (in minutes)	
Standing Orders	Hard Copy	10p per A4 Sheet
Financial Standing Orders	Website	Free
	Hard Copy	10p per A4 Sheet

Grants given & received	Hard Copy PR Library (in minutes) Website (in minutes)	10p per A4 Sheet
-------------------------	--	------------------

**Class 3 – Our Priorities and How we are doing**

(Strategies, plans, performance indicators, audits  
Inspections, review)

Annual Report	Website Hard Copy	Free 10p per A4 Sheet
---------------	----------------------	--------------------------

**Class 4 – How to make decisions**

(Decision making process and records of decisions)

Timetable of Meetings	Notice boards Website Hard Copy	Free Free 10p per A4 Sheet
-----------------------	---------------------------------------	----------------------------------

Agenda of Forthcoming Meetings	Notice boards Website Hard Copy	Free Free 10p per A4 Sheet
--------------------------------	---------------------------------------	----------------------------------

Minutes of Meetings (excluding information that is property regarded as private to the meeting)	Library Notice boards Website Hard Copy	Free Free 10p per A4 Sheet
--	--	----------------------------------

Responses to Planning Applications	Website	Free
	Hard Copy	10p per A4 Sheet
	PR Library (in minutes)	

**Class 5 – Policies and Procedures**

(Current written protocols, policies and procedures for delivering Services and responsibilities) Current information only.

Policies and procedures for the conduct of council business:	Hard Copy	10p per A4 Sheet
Procedural standing orders		
Delegated authority in respect of officers		
Code of Conduct		

Schedule of Charges for the publication of information	Website	Free
	Hard Copy	10p per A4 Sheet
	PR Library (in minutes)	

**Class 6 – List & Registers**

Currently maintained lists and registers only

Hard Copy or website. Some information only available for inspection at the Parish Council office.

Assets Register	Hard Copy	10p per A4 Sheet
Register of members interest	Hard Copy	10p per A4 Sheet

**Class 7 – The services we offer**

(Information about the services we offer, including leaflets, guidance and only be available by newsletters produced for the public and businesses)

Parks, playing fields and recreational facilities  
Seating, litter bins.

Website  
Website  
Website

Free  
Free  
Free

**Contact:**

**The Clerk, Longwick-cum-Ilmer Parish Council  
Westfield Cottage, Westfields  
Whiteleaf, Bucks  
HP27 0LH**

**Postage will be charged at current Post Office rate.**

**Request involving time about 1 hour will be charged at the rate of £25.00**